



# CITY of LAS VEGAS

Department of Human Resources

OPEN (Job Code 071383010)

FINANCIAL ANALYST II

APPROXIMATE MONTHLY SALARY RANGE: \$3,872 to \$6,883

OPENING DATE: January 17, 2007 at 8 a.m.

FILING DEADLINE: Open Until Filled

LAS VEGAS CITY  
COUNCIL  
MAYOR OSCAR B.  
GOODMAN  
MAYOR PRO-TEM GARY  
REESE  
LARRY BROWN  
LAWRENCE WEEKLY  
STEVE WOLFSON  
LOIS TARKANIAN  
STEVEN D. ROSS  
CITY MANAGER  
DOUGLAS A. SELBY  
DIRECTOR OF  
HUMAN RESOURCES  
F. CLAUDETTE ENUS

*(Please attach a copy of any required license(s), certificate(s) and/or degree to your application)*

**For a college or university degree earned outside of the United States please attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.**

We are currently recruiting for the position of Financial Analyst II. This is an Appointive (Non-Civil Service) position. **INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.** The areas of emphasis are:

- **Financial Analyst II:** Cost Analyst focusing on development of costing pools, rate development, allocation definition, variance analysis, budget preparation and execution analysis, project cost control and funds management.
- **Financial Analyst II:** Position focusing on municipal debt management, maintenance of Debt Management Policy, coordination with financial advisors, bond counsel, underwriters and senior City management in preparing official statement for bond issues, and monitoring and financial oversight of special improvement districts.
- **Financial Analyst II:** Position focusing on project cost control and funds management, performance management, business application systems implementation/maintenance, budget preparation and financial reporting.

**Experience in budget formulation and execution, preparation of financial statements, account analysis, project cost control and funds management practices, municipal debt and bond issuance and experience with Oracle Financial Applications is preferred, but not required.**

**MINIMUM QUALIFICATIONS:** Equivalent to a Bachelor's degree from an accredited college or university with major in accounting, finance or a related field. Two years of increasingly responsible experience involving analytical work in finance, budgets, grants, audit or investments.

**SELECTION PROCESS:** Interested and qualified applicants must submit a **CURRENT** city of Las Vegas application and a detailed resume by the filing deadline at the city of Las Vegas, Department of Human Resources, Second Floor of City Hall, 400 Stewart Avenue or you can download an application from our website, [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov). **The selection process will consist of a review of all applications and resumes with only the most qualified participating in an interview. Final candidate selection will include hiring interview (if applicable).** Any individual offered employment will be required to pass a pre-employment hair drug test and complete background check. Some positions may require preliminary background checks.

Duties may include, but are not limited to the following:

**ESSENTIAL FUNCTIONS:** Analyze and prepare financial statements; maintain a variety of accounts to include general ledger and reconciliation of all city financial transactions, including bank accounts; prepare monthly fiscal reports and special reports relating to the progress of assigned accounts or area of responsibility. Analyze revenues and expenditures of city or grant funds; recommend amendments to the budget as appropriate; prepare final cost estimates for the annual budget, special funds or grants being sought. Participate in the compilation and preparation of the city's annual budget; prepare cash flow and expenditure projections and various budget-related forecasts and reports; provide personnel costs from salary projections. Prepare annual financial reports for city departments or revenue sources; monitor interlocal agreements with other governmental agencies; prepare statistical financial reports; prepare necessary work papers for annual budget.

**SEE NEXT PAGE FOR MORE INFORMATION**

**FINANCIAL ANALYST II**  
**Job Code 071383010**

**ESSENTIAL FUNCTIONS (Continued):**

Serve as a financial resource to the City Council, City Manager and city departments; provide information regarding a variety of accounts, revenues and expenditures. Analyze, account for and audit grant monies and special revenues received by the city; act as liaison between the division of assignment and grantors; process requests for funds and obtain authorized signature of approval. Assist the City Treasurer to develop a city-wide cash handling policy and a procedures manual; administer and enforce the policy and procedures; train city employees who handle cash in proper procedures; conduct audits to determine compliance; prepare required reports. Assist departments in the proper classification of revenues and expenditures; provide technical assistance and training to city staff in matters related to financial accounting and budget administration. Monitor various accounts, verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems. Recommend and implement changes in accounting, budgeting and auditing systems and procedures. Monitor daily activity in all city bank accounts and perform cash management duties. Develop a schedule of authorized permanent positions in the city; update previous year's schedule for personnel changes; maintain appropriate files of data. Operate a financial mainframe system and act as liaison with information systems as needed.

**You may be evaluated on your:**

**Knowledge of:** Principles and practices of budgeting. Modern office methods, practices, procedures and computer equipment. Pertinent federal, state and local laws and regulations. Principles and practices of municipal budget preparation and monitoring and cash management. Finance and accounting principles and procedures. Intermediate principles and practices of financial auditing. Principles and procedures of internal control systems. Cash handling procedures. Intermediate principles and procedures of financial record keeping and reporting. Principles of advanced report preparation.

**Ability to:** Learn, understand and interpret governmental accounting principles and practices. Learn, understand and administer automated financial management systems. Examine and verify a wide variety of financial documents and reports. Operate a computer, including a variety of software programs. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective cooperative working relationships with those contacted in the course of work. Administer all aspects of an internal cash control program. Train city staff in appropriate policies and procedures. Prepare and interpret a variety of complex financial statements, reports and analyses. Forecast short term cash flow of city funds. Administer banking relations. Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following: sitting for extended periods of time; operating assigned office equipment. Maintain effective audio-visual discrimination and perception needed for: making observations; communicating with others; reading and writing; and operating assigned equipment.

**Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at (702) 229-6315.**

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